



## CAREER OPPORTUNITY

**Job Title:** Director of Parish Stewardship  
**FLSA Status:** Exempt  
**Reports To:** Executive Director of Mission Advancement  
**Location:** Pastoral Center, 6363 9<sup>th</sup> Ave N., Saint Petersburg, FL 33710

### **PURPOSE OF THE POSITION AND MINISTRY**

We, the Catholic Diocese of Saint Petersburg, are a joyful community of disciples proclaiming the Good News and inviting all people to encounter the love and mercy of Jesus Christ. The purpose of all Pastoral Center ministries and services within in the Diocese of Saint Petersburg is to foster effective evangelization, collaboration, and communication among the priests, deacons, religious, lay ecclesial ministers and lay faithful; inspire the collective gifts and talents of the local Church to proclaim the Gospel in word and deed; and share, under the guidance of the Bishop, the love of our Lord Jesus Christ with joy to others. The Pastoral Center staff courageously lives the Gospel and reflects a commitment to the Church's overall priorities to place God first in all things, to love as God loves & to serve as Christ serves, and to go and make disciples.

The Director of Parish Stewardship works to share the works of the ministries of the Church in the Diocese of Saint Petersburg with all parishes, schools and their people, and support the pastoral priorities of its Bishop to Courageously live the Gospel through an integrated approach to foster stewardship as a way of life. The director fulfills this commitment based on the following duties and responsibilities.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. The Director of Parish Stewardship directs and manages a comprehensive stewardship effort to help parish leaders throughout the diocese foster *Stewardship as a way of life* – Time, Talent & Treasure. This primarily includes the areas of: Sacrificial Giving (Treasure); Time (prayer) and Talent (sharing of gifts, skills and talents in ministry within the Church and throughout the world); Youth Stewardship; and year-round stewardship efforts and committees at the parish level. The theology of the diocesan parish stewardship efforts are based on the US Bishops' Pastoral Letter: *Stewardship: A Disciple's Response*.
2. **Casting the Vision of Holistic Stewardship:** In collaboration with the Bishop of Saint Petersburg, Chancellor for Administration and Executive Director of Mission Advancement, the director will continue to facilitate the ongoing development of an overall vision for Parish Stewardship; present the vision of holistic stewardship and motivate pastors and their leaders to adopt the diocesan parish-based effort to foster Stewardship as a way of life;
3. **Develop and Coordinate Diocesan-wide Stewardship efforts:** Incumbent directs and manages the Parish Stewardship ministry by writing, designing, printing, and distributing plans, materials and training aids each year for an annual parish-based Stewardship effort involving written commitments for Time, Talent & Treasure.
4. **Training and Support for Parishes and Parish Leaders:** Incumbent conducts effort-based stewardship training for parish leaders (this training would also encourage parishes to increase their efforts in the areas of Sacrificial Giving, Hospitality, Discipleship/Evangelization, Prayer, Community Building/Sense of Belonging, Communications and Technology); Incumbent provides ongoing support and follow-up; annually solicit parish

leaders for participation in the diocesan-wide Stewardship efforts and trainings; provide on-site consulting, evaluation and training to participating parishes and serve as a resource to all organizations and parishes within the diocese on Stewardship.

5. **Public Relations**: Frequent personal and phone contacts with priests, religious, Pastoral Center Staff, parish staff, volunteers and general public.
6. **Diocesan Stewardship Committee/Council**: Establish and serve as an ex-officio member of the Stewardship Council of the Diocese of Saint Petersburg and on its Executive Board. Incumbent will work with the Chancellor for Administration to establish this committee/council in accordance with the practices of consultative structures within the diocese.
7. **Planned Giving, Catholic Ministry Appeal and other Diocesan Appeals**: Incumbent works with the Director of Planned Giving and the Manager of the Catholic Ministry Appeal to develop or refine the Planned Giving program and Appeals for the diocese based on the principles and theology of Stewardship.
8. **Collaborating with the Local and World-wide Church**: Incumbent will engage in the International Catholic Stewardship Council and serve on committees to foster stewardship in the international church as coordinated with the Executive Director of Mission Advancement. Incumbent serves on diocesan committees and projects, as needed and as assigned.
9. **Working Conditions**: Intensive site visits to parishes. Many evening and weekend meetings involving a great deal of local travel among the five counties of the diocese. The Parish Stewardship ministry headquarters is at the Pastoral Center in Saint Peterburg.
10. **Organizational Relationships**: Serves as a Department head within the Mission Advancement Ministry Area Reports to Executive Director of Mission Advancement. Works collaboratively with other members of the Mission Advancement Team and the Chancellor for Administration.
11. **Supervision and Guidance Received**: Operates with minimal direct supervision after initial job training/orientation – Nature of job is self-directed. Daily contact with the Executive Director of Mission Advancement. Periodic contact/guidance with the Chancellor for Administration.
12. **Position Requirements**: Minimally, bachelor's degree preferably in Theology or Marketing; 5-10 years background in Parish Stewardship, education, Church administration, development, and/or theology. Extensive parish experience and human resource management preferred, computer literate, excellent communication, interpersonal relational skills, team building, initiative and self-direction. Current in knowledge and understanding of Catholic theology and stewardship. Personal commitment to stewardship and sacrificial giving.

## How to Apply

Please send resume and cover letter to:

Giselle Gillis, Executive Director of Human Resources at [GGillis@dosp.org](mailto:GGillis@dosp.org) or Fax to 727.343.7729

Only qualified individuals being considered will be contacted for an interview.

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